

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
SEPTEMBER 29, 1999**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Committee (NELAC) met by teleconference Wednesday, September 29, 1999, at 10 a.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Marcia Davies, of the U.S. Army Corps of Engineers. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of this meeting was to introduce Ms. Lisa Doucet and new members, approve of the minutes of the September 1, 1999 meeting, select a Membership and Outreach Liaison, discuss possible frequently asked questions (FAQs) of the committee, address the comments from South Carolina, and discuss the Glossary.*

MINUTES FROM SEPTEMBER 1, 1999

The committee approved the minutes from the September 1, 1999 meeting.

NEW ISSUES

Dr. Davies introduced Ms. Doucet to the committee members. Ms. Doucet is the acting NELAC Executive Secretary, replacing Ms. Elizabeth Dutrow who has taken another position in the U.S. Environmental Protection Agency (USEPA). Ms. Doucet will be in this position for the next 120 days and will assist Ms. Mourrain during the Fifth NELAC Interim Meeting.

Ms. Alice Brenner will serve as the liaison to the Membership and Outreach Committee. She will relay the Committee's FAQs to the Membership and Outreach Committee. Dr. Davies mentioned one question she has heard repeatedly that would be a good FAQ. The question is, "Which Committee handles the NELAC Policy Sheets?" The answer is "The Board of Directors handles the NELAC Policy Sheets." Ms. Brenner will poll the Committee members for FAQs that they may have heard regarding the Constitution and Bylaws and Chapter 1 of the Standards.

Glossary Revisions

Dr. Thomas McAninch will continue to lead the effort on Glossary revisions. Mr. Steven Clark has volunteered to assist Dr. McAninch on a limited basis and Dr. Davies is going to ask Ms. Elaine Sorbet if she is interested in assisting with the Glossary revisions.

Dr. Davies told the Committee that the cut off date for comments to this committee was September 24th. Any proposed changes to the NELAC Standards that parties want addressed at the Interim Meeting need to be submitted by November 5th, 1999.

The committee discussed the comments that they received from South Carolina before the last meeting. The only comments that they might address are those regarding Sections 1.1.4, 1.6.3, and 1.6.4. Dr. Davies will contact the appropriate personnel from South Carolina to provide clarification and assure that the committee has interpreted the meaning of the comments correctly.

Dr. Davies also asked the committee members to check the Constitution and Bylaws and Chapter 1 that are posted on the NELAC Website for performance-based measurement system (PBMS) references from NELAC V. Committee members need to assure the latest changes and wording are posted at this time.

NEXT MEETING

The next meeting of this committee will be on October 13, 1999, at 10 a.m. EDT.

**ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
SEPTEMBER 29, 1999**

Item No.	Action	Date To Be Completed
1.	Ms. Alice Brenner will serve as the liaison to the Membership and Outreach Committee. Ms. Brenner will poll the Committee members for FAQs that they may have heard regarding the Constitution and Bylaws and Chapter 1 of the Standards.	
2.	Committee Members will check the Constitution and Bylaws and Chapter 1 that are posted on the NELAC Website for PBMS references and comment on any wording changes that they may have.	

PARTICIPANTS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
SEPTEMBER 29, 1999

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